**COURSE FILE CHECKLIST**

**FACULTY OF COMPUTING**

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| --- | --- | --- | --- | --- | --- |
| **Name** | : |  | **Department** | : |  |
| **Course** | : |  | **Semester** | : |  |
| **Course Code** | : |  |  |  |  |
| **E-PPP Score** | : |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **File Content** | **Check (/)** | **Points** |
| 1. | Appointment Letter from faculty (Deputy Dean Academic). |  |  |
| 2. | L1 (Course Outline).  *Specify the dates of each module taught.* |  |  |
| 3. | Student List (from Aimsweb). |  |  |
| 4. | Copy of Teaching Material (DOC./PDF./PPT.)  *An example of self-written notes* |  |  |
| 5. | Assignments/Tutorials/Labs Related/Others.  *Attach sample of student’s works* |  |  |
| 6. | Quizes/Mid-Term Exams papers with answer scheme.  *Attach sample of student’s papers (represent the highest, average and lowest grades.)* |  |  |
| 7. | Final Exam Papers with answer scheme.  *Attach sample of student’s papers (represent the highest, average and lowest grades.)* |  |  |
| 8. | Course work grades (quizzes/labs/tutorial/exams).  *Show the min, ave and max for each evaluated category* |  |  |
| 9. | Grade sheet and statistical report (from Aimsweb). |  |  |
| 10. | Attendance list and record of consultation with problematic students.  *(Attach all students’ letter/medical cert)* |  |  |
| 11. | A snapshot of e-learning/individual website for course management. |  |  |
| 12. | Course survey questionnaires and results. |  |  |
| 13. | Other materials related to teaching. |  |  |
| 14. | Course coordinator report (*if applicable*), meetings and evaluation of lecturers. |  |  |
| 15. | Course Review Report (CRR). |  |  |

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| Lecturer’s Signature: | HoD’s Signature: |
|  |  |
| Date: | Date: |